


ROADMAP
BID No. 6712-5/15-5
Office Supplies

I. Purchasing Instructions:

Award Description

This contract is for the purchase of office supplies. This contract can only be used by Internal Services Department/Materials Management.

II. Quote Procedures:

The County will solicit spot market quotation from qualified bidders on an as-needed basis.

All pre-qualified bidders will be solicited for price and availability of projects as needed. All individual Request for Quotes should be reviewed for applicable measures prior to advertising. All quotations issued must be registered with SBD at the following link: <https://intra3.miamidade.gov/ISD/SBD/Login.aspx> This link officially places your project on the Cone of Silence Report. Additionally the Office of the Commission Auditor (OCA) shall be copied at oca@miamidade.gov when quote is issued.

III. Award Procedures:

All bidder(s) shall be notified of the award. The award date must be recorded so the cone of silence can officially be lifted. This step is accomplished by utilizing the same link used to originally post the quotations. The three (3) day protest period is applicable to all quotations.

IV. Applicable Ordinances for Quotations:

- 1) **Local Certified Service – Disabled Veteran** should be applied in accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service Disabled Veteran Business Enterprise (VBE) shall receive a bid preference of 5% of the price bid (for the purpose of evaluation ONLY). A VBE who is also an SBE shall not receive the veteran's preference and shall be limited to any applicable SBE preferences. At the time of bid submission, the vendor must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Status and submit this affirmation and a copy of the actual certification along with the bid.
- 2) **Local Preference**
<http://library.municode.com/index.aspx?clientId=10620&statelid=9&stateName=Florida>:
(Section 2-8.5; also applicable to Broward County vendors) Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which has a "principal place of business" in Miami-Dade County. "Principal place of business" means the *nerve center or the center of overall direction, control, and coordination of activities of the bidder*. If the bidder has only one business location, such business location shall be its principal place of business.
- 3) **Cone of Silence**
<http://library.municode.com/index.aspx?clientId=10620&statelid=9&stateName=Florida>; (Section 2-11.1)
- 4) **UAP/Inspector General Fees**
<http://library.municode.com/index.aspx?clientId=10620&statelid=9&stateName=Florida>; (Section 2-8.10)

V. How to Apply Bid and Local Preference to Quotes, if applicable:

- 1) Bid preferences shall be given to bidders that are identified as certified SBE/Micro, ***if applicable***. The bid preference shall be calculated and subtracted from the total quote price or item for evaluation purposes only. The bid preference is used only to calculate an amount to be used in evaluating the quote and does not affect the final awarded price.



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- 2) Whenever a quote contains both, Bid Preference (SBE/Micro) and Local Preference, departments must apply the bid preference first. Follow the Administrative Guidelines stated in the solicitation/contract document with regard to the applicable measure. The preference should be applied as listed in the table below based on the estimated value of the project and whether or not a set-aside or preference measure is applicable:

	SBE-MICRO Tier 1	SBE-MICRO Tier 2	SBE-MICRO Tier 3
Set-Asides Up to \$100K (All SBE Goods and Services firms are eligible for Set-asides)	Bid Preference 10%	Bid Preference 5%	Bid Preference 0%
Set-Asides Over \$100K	\$100K-\$750K	\$750K to \$2 Million	\$2M to \$5 Million
Bid Preference up to \$100K (when not a set-aside)	Bid Preference 10%	Bid Preference 10%	Bid Preference 5%
Bid Preference over \$100K to \$1 Million	All Tiers 10%		
Bid Preference Over \$1 Million	All Tiers 5%		

- 3) Whenever a quote contains both Local and Locally Headquartered Firms: If the apparent low bidder is a non-local firm and the locally headquartered firm prices are within 15% of the low bidder, department must proceed to the apply locally headquartered preference and proceed with following the "Best and Final" (BAFO) process. Similarly, if a Local firm is the lowest bidder and a locally headquartered firm is within 5% of the local firm lowest price, department must proceed to apply locally headquartered preference and obtain the BAFO in accordance with Section 2-8.5 of the Miami-Dade County Code.

VI. Awarded Vendors

FIN No.	Vendor Name	Vendor Address	Vendor Contact Information
043390816-02	Staples Contract & Commercial, Inc.	1640 Phoenix Blvd Ste 250 Atlanta, GA 30349	Contact: KAYE SIKES Phone: 877 826-7754 E-mail: kaye.sikes@staples.com
205222745-01	Dominion Business Supplies, Inc.	409 W. Hallandale Beach Blvd. # 207 Hallandale, FL 33009	Contact: Pola Berggrun Phone: 305 725-3877 E-mail: dominionsupplies@bellsouth.net
221409195-01	Drew & Rogers, Inc.	170 Changebridge Road Ste C5-4 Montville, NJ 07045	Contact: Anthony Brown Iii Phone: 973 439-1680 E-mail: abrown8729@aol.com
263309624-01	Random Source, Inc.	3400 SW Terrace Suite A-8 Ft. Lauderdale, FL 33312	Contact: Eric Freistat Phone: 866 780 6789 x 340 E-mail: eric@randomsource.com
265685928-01	Clara S Graham & Associates	208 NE 46th Terrace Gainesville, FL 32641	Contact: Clara S Graham Phone: 352 727-8500 E-mail: clara.graham@yahoo.com



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364230110-02	CDW Government, LLC.	120 S RIVERSIDE PLAZA CHICAGO, IL 60606	Contact: Mike Zorica Phone: 312 705-9549 E-mail: mikezor@cdwg.com
411393684 -01	American Business Forms, Inc.	31 EAST MINNESOTA AVE GLENWOOD, MN 56334	Contact: Livi Dalmau Phone: 954 646-1795 E-mail: livi_american@bellsouth.net
521837891-01	Govconnection, Inc.	732 MILFORD ROAD MERRIMACK, NH 03054	Contact: Richard M Lawrey Phone: 800-0019 7559 E-mail: rlawrey@govconnection.com
591746166 -01	Geotype Of South Florida, Inc.	470 NE 167 ST N MIAMI BCH, FL 33162	Contact: Mark Glicksman Phone: 305 945-7377 E-mail: easelarts@yahoo.com
592132151-02	Daboter, Inc.	1009 S 21 AVENUE HOLLYWOOD, FL	Contact: Bruce A Kahn Phone: 954 922-4811 E-mail: brucek@smithoff.com
592507805-01	J & E Office Supplies Inc.	7911 Nw 72 Ave Suite 110a Medley, FL 33166	Contact: Jaime Hernandez -Mgr Phone: 305 887-7339 E-mail: jeoffice@mindspring.com
592524876-02	Galloway Office Supplies Inc.	10201 NW 21ST STREET Miami, FL 33172	Contact: Jim Tournal Phone: 305 591-1616 E-mail: jim@gallowayofficesupply.com
592663954-03	Office Depot, Inc.	13794 NW 4th St Ste 200 Sunrise, FL 33325	Contact: Paul Freitas Phone: 800 821-4624 7150 E-mail: pfreitas@officedepot.com
650085768-01	Office Express Supply, Inc.	8005 W 20 AVE Hialiah, FL 33014	Contact: Daniel Fuentes Phone: 305 557-1667 E-mail: blanca@xpressbuy.com
650131696-01	AFP Industries, Inc.	P.O. BOX 801136 Miami, FL 33280	Contact: Vivian Castellanos Phone: 305 663-8300 E-mail: sales@afpschoolsupply.com
650167601 -02	Advanced Filing Systems, Inc.	1919 Nw 19 Street, Suite 622 Ft. Lauderdale, FL 33311	Contact: David Stoutamire Phone: 954 792-8226 E-mail: sales@advancedfiling.com
650231968 01	Lase Products, inc.	11975 SW 142 nd Terrace Miami, Florida 33186	Contact: Barry Schwartz Phone: 305-235-9544 Email: barry@laser-products.com
650779824-01	Toner Cartridge Recharge, Inc.	2500 NW 79TH Ave Ste. 584 Doral FL, 33122	Contact: Mr. Nino Clares-Prieto Phone: 305 968-1045 E-mail: toners1@bellsouth.net


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V. Event Log:

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Date	Description	Agent
7/9/16	As of July 6, 2016, Martin Associates of S FL and SMJ Investments, Inc. were removed from the contract	A Garcia
8/28/14	As of February 1, 2011, Aslop Incorporated, Apricot Office Supplies and Furniture and Caddo Design, Inc. were removed from the contract.	Sherry Y. Crockett
9/26/14	As of September 26, 2014, Best Wholesale Business Products is currently inactive. They are pending new vendor application.	Sherry Y. Crockett